

FSCS STEERING COMMITTEE
OCTOBER 26-27, 1992
WASHINGTON DC

Steering Committee Members in Attendance:

Jan Walsh (Chair), Libby Law (Vice-Chair), Adrienne Chute, Darla Cottrill, Jan Feye-Stukas, Carrol Kindel, Keith Lance, John Lorenz, Mary Jo Lynch, Paul Planchon, Mary Alice Hedge Reszetar, Gerry Rowland, Peggy Rudd, and Walter Terrie.

Other participants:

NCES--Roz Korb, Kathy Chandler.

NCLIS--Norman Kelinson (NCLIS Commissioner), Peter Young, Kim Miller and Larry LaMoure.

Library Programs--Ray Fry.

Contractor--John Wunderly.

MONDAY, OCTOBER 26:

Minutes of August 24-26 Meeting

Minutes of the August 24-26 meeting were approved with the following corrections: (pg. 1 last paragraph) Peggy Rudd's suggestion was to save DECPLUS files as .dbf instead of .txt and *for use with word processing programs* was deleted. [State Data Coordinators should specify which type of file they prefer.] (Page 2, 1st paragraph) should read *Ed Tab Tables*

John Lorenz suggested that a summary of the minutes be sent to all data coordinators as opposed to entire minutes. It will be noted that complete minutes are available upon request from John Lorenz. The committee agreed.

The agenda was revised to cover 1991 data submission, findings, issues, etc. prior to lunch. Charts and handouts were numbered for easy reference as suggested at August meeting.

DECPLUS

The diskettes and *DRAFT* User's Guide were distributed to several Steering Committee Members during this meeting.

John Wunderly reviewed the following corrections that have been made to DECPLUS since the August meeting: The display Administrative Entity Code Update to change whenever applicable; and since some states do not use an ID # or use a duplicate for some reason, the error report was not printing correctly. This has been corrected by having the historical check keying off of the FSCS ID# instead of the Library ID#.

Enhancements made to the program were: Create State Summary is now optional and not necessary to print tables; however, the summary can still be created and viewed on screen. Instead of scrolling through all library names for a selection, it can now be selected by typing the first letter of the name of the library. Editing of PLUS file from Data Maintenance entries gives a message to check the file for changes. Replicate keys are now available for Outlet information if the outlet is same as the Administrative Entity. The two new data elements were added, Other Outlets was deleted. If Administrative Only has been coded, all other data elements do not appear.

Individual Library Reporting Year

Walter Terrie again brought up the subject of adding the Individual Library Reporting Year to the data elements. This topic will be reviewed after all comments on ballots have been evaluated. It is still in question if this would be considered a NEW data element, having to be voted on according to the "Adding/Deleting a Data Element Policy". There are mixed opinions on this matter.

Carrol's Comments regarding 1991 Data Submission:

Last state was received 9/28/92. New Jersey's resubmission was also received on this date. John Wunderly completed the file and mailed to Walter Terrie by 10/1/92. Carrol noted what a terrific job John had done by being able to have a turn around time of two days. The entire committee was impressed. Tables were sent to the State Data Coordinators and comments/corrections were requested back by 10/23. In reviewing the data, eleven states responded with changes and/or revisions. Most of the changes were with population and two states had entire libraries to be added.

Walter Terrie's Analysis

Walter reviewed the tables produced through his analysis of the 1991 data. After a very thorough explanation of the charts, the results of his review showed:

Reported Zero

<u># of Lib.</u>	<u>Item</u>	<u># of Lib.</u>	<u>Item</u>
103	Central Lib.	9	Total Income
1	Operating Exp.	10	Books
122	Hours	32	Attendance
8	Population of Ligal Service Areas		

Items not collected:

<u>State</u>	<u>Item</u>	<u>State</u>	<u>Item</u>
CO	Zip +4	IL	Other Outlets
AL	MLS FTE	AL	Other FTE
NH, SD, WY	State Income	WV	A/V
AL	Attendance	WY	Reference Services
KS	ILL From		

Mentors will meet with the State Data Coordinators from these states in December to discuss problems. Darla Cottrill will contact Pat Harris regarding Alabama. John Lorenz will ask Joe Shubert to contact Kansas State Librarian.

Review of Tables (C. Kindel)

- #1 16 states showed same population duplicated & unduplicated
8 states showed higher unduplicated than duplicated (questionable)
4 states showed higher unduplicated than Federal Census
3rd column (Federal Census) will not be published for th4 1991 data.

Mentors will check with their states that reported higher unduplicated population than duplicated population. (Jan Feye-Stukas - IL, MT, ND, WI; Keith Lance - AZ, NM; Libby Law - NC.)

Keith suggested State Data Coordinators remain responsible for reporting population. Figures are available from State Data Users Center in all states. The timing of the availability of estimates is not consistent at the State and Federal. It is important to maintain a consistent source of population. 1990 Census Population figures should not continue to be used for reporting to FSCS even though State's use them for other purposes, e.g. State aid.

#1A Adding Population Column

Keith Lance suggested that all "A" tables include a column of number of libraries per population range. This number can be determined by multiplying total number of libraries of state by the percentage of libraries reporting by population range. These figures will now appear on all "A" tables.

#1B Carrol covered changes in the number of reported libraries.

Jan Feye-Stukas clearly stated she **STILL** objects to not showing the numbers on the tables. Gerry Rowland supports her objection. However, it was noted that if only numbers were shown, differences would not have been noticed as easily.

Luncheon Speakers:

Paul Planchon, Acting Associate Commissioner for Postsecondary Statistics, NCES, gave an update on the 1993 budget, staffing and automation changes taking place at NCES.

Ray Fry, Library Programs, spoke briefly on the Planning and Evaluation Project being done by University of Wisconsin Library School. It is planned to bring in two representatives from each state library agency to train in evaluating programs. In addition, Library Programs has transferred \$50,000 to NCES to facilitate a Fast Response Survey on public library service to children.

Review of Tables (continued)

- #5 10 States reported more than 10% Increase in Total Income
(Stands to reason since number of libraries increased)

At this time, Keith Lance suggested all percentages in the tables be carried out to only 1 decimal; Per Capita (dollars and cents) will remain 2 decimals.

Gerry Rowland requested Total & Local Income Per Capita to be added to this table. This will be considered for next year's data.

Reported Population

Original motion which was made by Jan Feye-Stukas *to obtain populations for all reporting entities* was amended to include *"but not to allow hold-up in publication"*. After a lengthy discussion a second amendment was made which made the motion read as follows: *To make an effort to obtain 100% response from libraries for reported population for this report.* This was seconded by Libby Law and passed.

Review of Tables (continued)

- #7 5 States reported more than 10% increase in Operating Expenditures
(Coincides with 10% increase in Income).
- #8 Peggy Rudd will check with Massachusetts regarding low percentage reported for Employee Benefits. (It does coincide with 1990 data.)
- #11 32 States had large differences in Capital Outlay from 1990
(Stands to reason....Capital Outlay varies greatly each year)
- #12 Low response rates and fluctuation with 1990 data.
Consistent with NCES guidelines, in publication of 1992 data, cells below 70% response reate will be suppressed. Recommendations are not to analyze any data with less than 70% data response. Year-to-year fluctuations were not considered to be unusual for these data items.
- #14 Arkansas and Kansas reported libraries open less than 10 hours per week. Keith Lance will contact Kansas and Gerry Rowland will contact Arkansas.

It was suggested the #1 footnote be changed to *Total Hours /52 # of outlets*.

#15A Counted each item twice. Has been corrected.

Revised Agenda

In order to cover the most crucial items for this meeting the following adjustments were made to the original agenda:

1. Discuss the Bylaws and Data Elements issue at the December workshop.
2. The Texas Video will be viewed on 10/27 at 8:30 am.
3. PUBLDAP was moved to Tuesday afternoon.
4. DITAR presentation was cancelled.

National Household Education Survey

Kathy Chandler, NCES, reviewed the National Household Education Survey (NHES). Several questions resulted from her presentation. Mary Jo Lynch was recommended as the representative of the Steering Committee and ALA to participate in future advisory meetings regarding the survey. It was stated that perhaps 5 or 6 library related questions could be added to components in the future. Topical components covered/planned for the NHES were given as follows:

Fall 1989 Early Childhood Education and Dropouts

Spring 1991 Early Childhood Education and Adult Education

Early Childhood - Preprimary Results: 68% of children taken to
library in last 12 months

Adult Education - Primary Results: 81%

No NHES in 1992

For 1994 the same components are planned as in 1991.

1993 & 1996 -Early Childhood Education-School Readiness and School Safety and Discipline (drug free, etc.).

1995 - Parental Involvement and Citizenship.

Even though all of this information will be obtained by NCES, published reports may not result due to budget and staff limitations; however, data tapes are available at a charge from NCES. Data are also available from the Data Resources Center at NCES on request.

Kathy will send John Lorenz the NHES 1991 Early Childhood Questionnaire for distribution to Steering Committee Members. It was agreed that Kathy should be invited back to more of the Steering Committee meetings to update us on the progress of the surveys and the results.

Population Issue

After a lengthy discussion, it was decided the following population issues need to be addressed at the December 1992 Training Workshop:

1. How to figure served and/or unserved population
2. How to use the population estimates from the State Data Users Center in calculations
3. School Districts, Contracts, Non-standard jurisdictions, etc.
4. Requirements for ACCEPTABLE population figures reported to FSCS

Keith Lance and Walter Terrie will submit an issue paper to John Lorenz and lead a break-out group on Calculating Population for Non-Standard Geographic Locations in December.

Mary Jo Lynch and Jan Feye-Stukas will submit an issue paper to John Lorenz on clarification of what exactly FSCS expects for Population, regardless of what States need for State Aid purposes.

Circulation Issue

Keith Lance distributed his issue paper on circulation with a proposed amended definition. A motion was made to accept this amended definition, and seconded by Gerry Rowland. However, after a lengthy discussion on this topic, the meeting adjourned and the motion remained open until Tuesday's meeting.

TUESDAY, OCTOBER 27

Texas Video

The training video produced by the Texas State Library "STATNET" was very impressive. It is a good introduction film for Statistics Training. The video will be presented in December to all data coordinators.

Circulation Issue (continued)

Keith Lance withdrew the motion regarding circulation which was left open at the end of Monday's meeting.

Process & Policy

Keith Lance pointed out that State Data Coordinators should not be asked to vote on a definition change, addition or deletion more than once a year.

States having problems or questions regarding certain definitions should deal with them on an individual basis by contacting the Steering Committee member assigned to their state or NCES. State Data Coordinators need to be made aware that they are the authority to *interpret definitions for individual libraries in their state*.

Steering Committee Members do need to work with the states that are unable to report acceptable data. If on-site visits are needed, arrangements will be made to send a representative to meet with the person(s) responsible for reporting data to NCES.

It was decided that the discussion of comments and/or problems received on the definitions ballot would be discussed after the break while the Technical Sub Committee reviews PUBLDAP.

Issue Papers

Gerry Rowland requested the Issue Papers that individual committee members were asked to write be presented after nominations for Steering Committee membership had been completed.

Keith Lance suggested they be presented in December; however, Peggy Rudd, Gerry Rowland and Libby Law felt they should be addressed at this meeting since that was the original intention. It was decided that the revised issue papers will be mailed to all State Data Coordinators by November 15. Any one having specific questions and/or problems with a particular issue will be able to address it at the December workshop.

Workshop Agenda

Everyone agreed to move all information pertaining to 1991 Data to Monday morning session.

John Tyson, Virginia State Librarian, will be invited to give welcoming address during the Monday Morning 9:00 - 9:15 AM session. Mentors will be asked to introduce all of their state coordinators making special mention of those who have been nominated for the Steering Committee.

It was decided unanimously to include the 2nd Annual Francis Keppel Awards presentation at the luncheon on Monday, December 7, for those states which met the established criteria. Following Paul Planchon's remarks about the NCES reorganization, Mary Alice Hedge Reszetar and Carrol Kindel will make the presentation to the State Data Coordinators and through them to each of their directors of state library agencies. It was unanimously agreed to keep the abacus on a stand (like last year) as the award. Mary Alice will again be responsible for getting them and for having the plates engraved and mounted on each award so they will remain consistent with awards presented last year.

Tuesday's original agenda will remain the same.

The two new data elements statistics on service to children will be mentioned on Monday during the 11:00 AM Definitions Session, and discussed further on Wednesday morning, prior to the Business Meeting.

1991 Data Schedule

All follow-up with states regarding questions on their 1991 data will be completed and reported to Carrol Kindel by no later than 11/9/92. A re-run of the tables and complete, corrected file will be given to Walter Terrie for analysis by 11/20/92. Process will then begin for internal review.

Mid January	Adjudication
	Steering Committee Members to serve as outside reviewers are Walter Terrie and Mary Jo Lynch.
Late February	Electronic Release
Mid-May	Data Release (diskette)
Early July	Printed publication distribution

1992 Objectives

All 1992 objectives were met except for:

#3 Develop and field test the FSCS Handbook
..This was cancelled but as much as possible was incorporated into the DECPLUS User's Guide.

#4 Develop a plan for time series analysis of data - Referred to Data Use Committee

1993 Objectives

1. Bylaws Review

2. Data Element Policy Review
3. Develop historical context for data elements.
(Kim Miller will send all information (memos, letters, etc.) currently available to Gerry Rowland in ASCII format to enable him to begin this task)
4. Develop Tracking System to centralize information regarding questions, concerns, problems, comments, etc. received by any committee member from data coordinators, in relation to definitions, software, tables, etc.
5. PUBLDAP release
6. Tables using PLUS information as opposed to only DEC.

DECPLUS User's Guide was distributed. It is still in "draft" context. Changes will be made for December workshop.

Steering Committee Nominations:

Howard Boksenbaum - Rhode Island	Gretchen Fairbanks - Louisiana
Don Leaf - Michigan	Diana Tope - Georgia
Al Zimmerman - Wisconsin	Diana Young - North Carolina
Mark Smith - Texas (1st alternate)	Diane Baker - Nevada (1st alternate)
Bob Fortenbaugh - N. Jersey (2nd alt.)	Sandi Long - Utah (2nd alternate)

John Lorenz will contact the above people regarding the nominations.

1993 Agenda:

Meetings:

March 18-19; August 25 - 27

Chair, Steering Committee

Jan Walsh (motion--Keith Lance, 2nd--Libby Law, passed unanimously)

Vice-Chair

Gerry Rowland (motion--Peggy Rudd, 2nd--Libby Law, passed unanimously)

TO DO

Data Use Committee will request from Larry LaMoure what maps are needed from PUBLDAP.

Pre-Workshop Mailing (11/15/92)

- #1. Memo on Graphics
- #2 Preliminary Agenda
- #3 Steering Committee State Assignment List
- #4 Issue Paper on Library Collection [G. Rowland]
- #5 Issue Paper on Income, Expenditures and Capital Outlay [P. Rudd]
- #6 Definition of a LIBRARY [J. Feye-Stukas]
- #7 Issue Paper on Population - Non-Standard Jurisdictions [K. Lance/W. Terrie]
- #8 By laws of the FSCS Steering Committee
- #9 Policy and Procedure on Data Elements [K. Lance]
- #10 Service to Children Output Measures [M. Lynch]
- #11 Issue Paper on Population - Latest Data [J. Feye-Stukas/M. Lynch]
- #12 List of State Data Centers
- "Things to Do" Literature, brochures, etc. (not numbered)

Workshop Packet

- #1 Final Agenda
- #2 Participant List
- #3 Walter Terrie's Printouts
- #4 State Data Center (Population Estimate) Contact list
- #5 Ballots (numbered 1-51)
- #6 DECPLUS Data Collection Schedule

Plus and Minus Comments/Suggestions of October FSCS Steering Committee

PLUS

Completed Workshop Agenda
Household Survey - Kathy Chandler
Paul Planchon's Informative talk
Committee members willing to get information form mentor States to NCES by 11/9
Nominations
Numbered documents (Jan W.)
Minutes of August meeting (Darla)
Walt Terrie's analysis
Texas Training Video
Embassy Suites in general
"To Do" list on Flip Charts (Keith)
"Solution Seeking"

Delta

Agenda changes
Little time before meeting to review revised agenda
Some people take objection to this comment since the agenda was recieved at least one week prior by some members.
More time needed prior to meeting to review multi-paged information
Feed back from members should be more supportive
Documents should be pre-numbered prior to meeting